

**NAME OF LOCAL GOVERNMENT**

**CITY OF HIALEAH**

**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**FISCAL YEARS COVERED**

**2013, 2014, 2015**

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**Section I. PROGRAM DESCRIPTION:**

- A. Name of the participating local government and Interlocal if Applicable:

CITY OF HIALEAH

Interlocal : Yes \_\_\_\_\_ No X

Name of participating local government(s) in the Interlocal Agreement;

\_\_\_\_\_

- B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of the very low, low and moderate income households, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing.

- C. Fiscal years covered by the Plan:

2013 - 2014

2014 - 2015

2015 - 2016

- D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37 Florida Administrative Code.

The SHIP Program does further the housing element of the local government Comprehensive Plan. Cities and Counties must be in compliance with these applicable statutes and rules.

- E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

- F. Leveraging:

The Plans are intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

- G. Public Input:

Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. The public input was solicited on the City's website.

- H. Advertising and Outreach

The county or eligible municipality or its administrative representative shall advertise the notice of funding availability in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Support Services and Counseling:

Support services are available from various sources. Available support services may include but are not limited to:

Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling and Transportation

K. Purchase Price Limits:

The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

☐ Independent Study (copy attached)

☒ U.S. Treasury Department

☐ Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program:

Should a eligible sponsor be used, the city/county has developed a qualification system and selection criteria for applications for Awards to eligible sponsors, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

- N. **Monitoring and First Right of Refusal:**  
In the case of rental housing, the staff or entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored for at least annually for 15 years or the term of assistance which ever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- O. **Administrative Budget:**  
A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted.

City of Hialeah finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states:**

“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”

**Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states:**

“The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

The applicable local jurisdiction has adopted the above findings in the attached resolution, Exhibit E.

P. **PROGRAM ADMINISTRATION:**

The City of Hialeah administers the local housing assistance plan. Citrus Health Network Inc., will be the sub-recipient that will be administering the rental assistance program.

- Q. **Essential Service Personnel:** Counties and eligible municipalities are required to include a definition of Essential Services Personnel as noted in Rule Chapter 67-37.002(8) F.A.C., Chapter 67-37.005(10), F.A.C. and Section 420.9075(3), F.S.

**F.A.C. Essential Services Personnel:**

Essential service personnel are defined as City of Hialeah sworn fire personnel, sworn police officers, and state certified teachers.

- R. Section 420.9075(3)(d), F.S.: Requires counties and eligible municipalities to describe initiatives in their local housing assistance plans that encourage or require innovative design, green building principles, storm resistant construction or other elements that reduce long term costs relating to maintenance, utilities or insurance. Provide a brief description as required:

Energy conservation and other green feature strategies will be implemented into all Rehabilitation and Reconstruction projects. This includes but is not limited to higher efficiency HVAC units, programmable thermostats, tank-less water heaters, energy conserving window and doors, a higher value of wall and attic insulation, low-flow plumbing fixtures and all applicable appliances to be Energy Star Rated.

## **Section II. LHAP HOUSING STRATEGIES:**

Provide Description:

A.

<b>NAME OF STRATEGY: OWNER OCCUPIED REHABILITATION</b>	<b>CODE 3</b>
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- a. Summary of Strategy:  
Rehabilitation of single family residences; for homeowners that occupy the home as their primary residence. This program; assists homeowners in eliminating code violations by addressing issues with structural, electrical, mechanical, plumbing and roofing components of the home.
- b. Fiscal Years Covered: 2013-2014, 2014-2015 and 2015-2016
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$60,000.
- e. Terms:
  1. Loan/deferred loan/grant: deferred payment loan secured by a recorded mortgage and note.
  2. Interest Rate: 0%
  3. Term: Twenty years
  4. Forgiveness/Repayment: Forgiven at 5% per year.
  5. Default/Repayment: Default occurs if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria:

Applicants will be selected from a waiting list on a first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and persons who have emergency repairs such as hazardous plumbing, electrical, roofing or structural damage and then elderly very low and low income households.

- g. Sponsor/Developer Selection Criteria: No sponsors will be used under the strategy.
- h. Additional Information: Mobile homes and trailers are not eligible for assistance under this strategy.

B.

<b>NAME OF STRATEGY: DEMOLITION/RECONSTRUCTION</b>	<b>CODE 4</b>
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- a. Summary of Strategy: Property must be owner occupied, with or without existing mortgages. The existing structure must be determined to be unsafe structure in accordance with the Florida Building Code by the Building Official and the housing inspector. The building must be a single family residence. The new structure will be built on the same lot. If there's a mortgage, the City will get clearance and approval from the Mortgaging Company to do demolition/reconstruction.
- b. Fiscal Years Covered: 2014-2015 and 2015-2016
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$200,000.
- e. Terms:
  - 1. Loan/deferred loan/grant: Deferred payment loan secured by a mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: Twenty years.
  - 4. Forgiveness/Repayment: Forgiven at 5% per year.
  - 5. Default/Recapture: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria:

Applicants will be selected from a waiting list on a first qualified, first served basis. Priority will be given to persons with Special Needs as defined in Rule Chapter 67-37.002 (21) FAC and then elderly very low and low income households.

- g. Sponsor/Developer Selection Criteria: No sponsors will be used under the strategy.
- h. Additional Information: Mobile homes and trailers are not eligible for assistance under this strategy.

C.

<b>NAME OF STRATEGY: PURCHASE ASSISTANCE</b>	<b>CODE 2</b>
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- a. Summary of the Strategy: Down payment; and closing cost for new and existing housing for first time homebuyer. A first time homebuyer is defined as an individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered **first-time** homebuyers). A single parent who has only owned with a former spouse while married.
- b. Fiscal Years Covered: 2014-2015 and 2015-2016
- c. Income Categories to be served: very low, low and moderate income.
- d. Maximum award: \$20,000.00
- e. Terms:
  - 1. Loan/deferred loan/grant: deferred payment loan; secured by a mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: Twenty years.
  - 4. Forgiveness/Repayment: Forgiven at 5% per year.
  - 5. Default/Recapture: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis; from a waiting list and/or and from participating lender referrals. Priority will be given to households with Special Needs and then elderly very low and low-income persons.



- g. Sponsor/Developer Selection Criteria: No sponsors will be used under this strategy.
- h. Additional Information: Mobile homes and trailers are not eligible for purchase under this strategy.

D.

<b>NAME OF STRATEGY: DISASTER REPAIR/MITIGATION</b>	<b>CODE 5</b>
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- a. Summary of Strategy: The Disaster Strategy provides assistance to households following a disaster as declared by Executive Order of the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or additional disaster funds issued by Florida Housing Finance Corporation. Funds will be used to fund emergency storm related repairs including but not limited to: purchase emergency supplies, weatherproof homes, repairs to avoid further damage, repairs to make the housing unit habitable and post disaster assistance with noninsured repairs and rehabilitation.
- b. Fiscal Years Covered: 2014-2015 and 2015-2016
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$20,000.00
- e. Terms:
  - 1. Loan/deferred loan/grant: Deferred payment loan secured by a note and mortgage.
  - 2. Interest Rate: 0%
  - 3. Term: Twenty years.
  - 4. Forgiveness/Repayment: Forgiven at 5% per year.
  - 5. Default/Recapture: Due if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis. Priority will be given to households with Special Needs and then very low and low-income persons.
- g. Sponsor/Developer Selection Criteria: No sponsors will be used under this

strategy.

- h. Additional Information: Mobile homes and trailers are not eligible for purchase under this strategy.

E.

<b>NAME OF STRATEGY: SPECIAL NEEDS BARRIER REMOVAL</b>	<b>CODE 11</b>
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- a. Summary of Strategy: Special needs (as defined in 420.0004) strategy provides assistance to families that have special needs. For instance, a household member needing a ramp to access the home or making a bathroom more accessible for any household member needing accessibility.
- b. Fiscal Years Covered: 2014-2015, 2015-2016
- c. Income Categories to be served: very low and low.
- d. Maximum award: \$20,000.00
- e. Terms:
  - 1. Loan/deferred loan/grant: Deferred payment Loan secured by a mortgage and note.
  - 2. Interest Rate: 0%
  - 3. Term: Twenty years.
  - 4. Forgiveness/Repayment: Forgiven at 5% per year.
  - 5. Default/Recapture: Default occurs if property is sold, rented or the property fails to be the primary residence during the twenty-year term. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible Heir who will occupy the home as primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- f. Recipient Selection Criteria: Applicants will be processed on a first qualified, first served basis.
- g. Sponsor/Developer Selection Criteria: No sponsors will be used under this strategy.
- h. Additional Information: Mobile homes and trailers are not eligible for this strategy.

F.

NAME OF STRATEGY: RENTAL ASSISTANCE	CODE 13
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- a. Summary of Strategy: Funds will be awarded to renter households that are in need of assistance for: (1) security and utility deposit assistance; (2) eviction prevention not to exceed 6 months' rent; (3) rent subsidies for up to 12 months. To be eligible for rent subsidies, the households receiving assistance must include at least one adult who is a person with special needs as defined in S.420.0004 or homeless as defined in S. 420.621.
- b. Fiscal Years Covered: 2014-2015 and 2015-2016
- c. Income Categories to be served: Extremely Low and Very-low
- d. Maximum award: \$10,000.00
- e. Terms:
  6. Loan/deferred loan/grant: Funds will be awarded as a grant.
  7. Interest Rate: N/A
  8. Term: N/A
  9. Forgiveness/Repayment: N/A
  10. Default/Recapture: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred for assistance by the Homeless Trust's Coordinated Outreach Assessment and Placement (COAP) Program, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members will have priority.
  - Miami-Dade County Homeless Trust, has established the COAP to provide coordinated single entry referral and placement into permanent housing programs, including Rapid Re-housing Assistance. Referral to housing programs assisted by, or through partnerships with, the Homeless Trust is coordinated by the Homeless Trust's Housing Coordinator. All persons entering the shelters, transitional housing and those engaged on the streets are assessed utilizing the VI-SPDAT assessment tool and referral is based on chronicity and medical vulnerability assessment scores and the housing assistance needed.
  - Applicant must be an extremely low to very-low income homeless household and which may include at least one adult who is a person with special needs as defined in section 420.0004.

Eligibility will be performed on an expedited basis and may include alternate

forms of documentation, such as current pay stubs and benefit letters, as well as oral verification of employment wages, other income, and assets.

- g. Sub-Recipient Selection Criteria: The City of Hialeah intends to administer this program through a sub-recipient agency or agencies. A competitive Request for Proposals process in accordance with Chapter 67-37.005(6)(b)7 of the Florida Administrative Code will be conducted -by the Miami-Dade County Homeless Trust to select an eligible sub-recipient agency or agencies. Eligible persons, sponsors or other sub-recipients of assistance under this program will be required to contractually commit and comply with all SHIP Program requirements and the Miami-Dade CoC Standards of Care, policies and procedures governing COAP and its Rapid Re-Housing Strategy.
- h. Additional Information:
  - The lease must be at least twelve months.
  - Assistance will be provided directly to the utility or landlord, not the assisted household.
  - Recipients of assistance must go through an assessment to determine likelihood of housing sustainability and stabilization once the assistance period runs out. Such assessment process shall be governed by the Homeless Trust's Rapid Re-Housing Standards of Care, policies and procedures. As long as the tenant meets the criteria after being assessed, they will receive the financial assistance. The tenant is to maintain their stability when the assistance ends. The sub-recipient, through the Stabilization Case Plan, will illustrate to the tenant how to maintain a proper budget so they can remain renting at the property once assistance is over or terminated.
  - Recipients of other ongoing rental assistance (such as Section 8) are not eligible to receive assistance under this Strategy.
  - Assistance will be limited to a one time grant not to exceed \$10,000 per household.

### **Section III. LHAP INCENTIVE STRATEGIES**

In addition to Strategy A and Strategy B, include all adopted incentives with the policies and procedures used daily for implementation as provided in Section 420.9076, F.S.:

- A. Name of the Strategy: Expedited Permitting  
Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.
- a. Established policy and procedures: Provide Description: *Appointment of an affordable housing expeditor.* The City provides a form, with a priority number assigned, to identify and certify the affordable housing status of an application for a development order. In order to certify the

application as involving affordable housing, a representative from the Dept. of Grants and Human Services will initially review the project to determine whether it meets affordability criteria and contact the Planning and Development Department. The same representative will act as an affordable housing expediter charged with the responsibility of ensuring a consistent, expedited review of the project. In addition, the same staff person will act as an advocate and access person for developers of affordable housing projects if they encounter unexplained delays or problems.

- *Permitting process.* Pre-application site inspection for renovation. Planning and Development Department shall conduct pre-application site inspections for applications for building permit for renovations, including interior changes, roof and façade alterations but excluding renovations involving structural repairs.

B. Name of the Strategy: Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

a. Established policy and procedures: On applications for development orders, proposed policies, procedures, ordinances regulations, or plan provisions that increase the cost of housing that are reviewed by the Growth Management Advisory Committee (GMAC), written comments will be solicited and received from the Dept. of Grants and Human Services regarding the impact on affordable housing with respect to the application under review and consideration. The Dept. of Grants and Humans Services will in return submit its impact statement to the committee for consideration. This incentive is functioning as intended.

***Incentive 3. Impact Fee Exemptions.***

- Exemption from payment of Park, Recreation and Open Space Impact Fees for affordable housing properties developed and owned by the City of Hialeah. See HIALEAH, FLA., CODE § 32-230(5). Notice is provided to the Planning and Development Department stating that the Dept. of Grants and Human Services deems the project eligible for exemption. This incentive is functioning as intended.

***Incentive 4. Expansion of Expedited Administrative Variance Procedure.***

- The Administrative Variance Committee has the authority to review limited nonuse variances which have no relation to change of use of property and which relating only to matters concerning setback requirements, landscaping requirements, sign regulations, floor area requirements, yard requirements, lot coverage, parking space requirements, height, width and length limitations for structures of buildings and spacing requirements between principal and accessory buildings. The review of the Administrative Variance Committee is limited to variance requests on qualified developed individual lots except that the Committee may review requested variances of undeveloped individual lots intended for development of affordable housing: See HIALEAH, FLA., CODE § 32-5.5(c). This incentive is functioning as intended.

***Incentive 5. Revision of Parking Requirements for Downtown Development.***

- Required off-street parking areas are generally required to be located on the same lot, parcel or premises as the use to be served. However, in Commercial-Residential (CR) zoning districts, the maximum distance limitation for off-street parking was extended to a 600-foot radius of the main entrance of the mixed commercial-residential use served. In Central Business District (CBD) zoning districts, the

maximum distance limitation was extended to a 900-foot of the main entrance of the mixed commercial-residential use served. This incentive is functioning as intended.

***Incentive 6. Expanded Criteria for Granting Adjustments, Variances and Special Use Permits.***

- Expanded criteria for granting adjustments, variances and special use permits. Zoning variances, adjustments and special use permits are judged by the same criteria that includes a determination based on whether the development is in harmony with the general purpose and intent of the zoning code and the Hialeah, Fla., Land Development Code and consistent with the Hialeah, Fla., Comprehensive Plan and whether the development will provide substantial justice, not be contrary to the public interest and adversely affect the use and development of neighboring properties. This incentive is functioning as intended.

**IV. EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005, F.A.C.*  
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.  
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:  
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:  
Signed Certification is attached as Exhibit D.
- E. Adopting Resolution:  
Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet:  
Completed program information sheet is attached as Exhibit F.
- G. Ordinance:  
If changed from the original ordinance, a copy is attached as Exhibit G.
- H. Interlocal Agreement:  
A copy of the Interlocal Agreement if applicable is attached as Exhibit H.

# FLORIDA HOUSING FINANCE CORPORATION

## HOUSING DELIVERY GOALS CHART

[illegible]

## Please check applicable box

<p><b>New Plan:</b></p>	<p>PLEASE CHECK BOX</p>
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	New Natl.	X
Amendment:		
Fiscal Yr. Closeout:		
D	E	
Total	Total	T
SHIP Dollars	Percentage	
\$333,836.50	46.90%	
\$200,000.00	28.10%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$533,836.50	75.00%	
Total	Total	T
SHIP Dollars	Percentage	
\$141,517.28	19.88%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$0.00	0.00%	
\$141,517.28	19.88%	
\$71,178.20	10.00%	
\$1,828.95	0.26%	
	0.00%	
\$748,360.93	105.14%	
#DNV/01		
\$391,153		
Program Income For Admin:	\$1,828.95	
		18-Oct-16



RESOLUTION NO. 2017-013

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA APPROVING THE COMMENTS AND AMENDMENTS BY THE STATE TO THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2013-2014, 2014-2015, 2015-2016, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, pursuant to Hialeah, Fla. Resolution No. 2013-37 (April 23, 2013) the Mayor and the City Council approved the State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015;

**WHEREAS**, pursuant to Hialeah, Fla. Resolution No. 2016-96 (August 23, 2016), the Mayor and the City Council approved the amended (LHAP) for Fiscal Years 2013-2014, 2014-2015, and 2015-2016 adding strategies to better serve the residents of the City of Hialeah;

**WHEREAS**, pursuant to Hialeah, Fla. Resolution No. 2016-103 (September 13, 2016), the Mayor and the City Council approved the (LHAP) to include the administrative costs for Fiscal Years 2013-2014, 2014-2015, and 2015-2016;

**WHEREAS**, the State has made additional comments and amendments to the LHAP attached as exhibit A to this Resolution for Fiscal Years 2013-2014, 2014-2015, and for 2016;

**WHEREAS**, this Resolution intends to respond to and adopt the changes made by the State.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA; THAT:

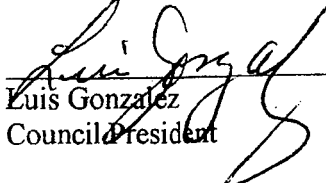
**Section 1:** The foregoing facts and recitations contained in the preamble to this Resolution are hereby incorporated and adopted by reference as if fully set forth herein.

**Section 2:** Resolution No. 2016-103 (September 13, 2016), which approved the amended State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015, and for 2015-2016, and authorized the submission of the Amended Local Housing Assistance Plan for review and approval by the Florida Housing Finance Corporation, is hereby amended to include the comments and amendments by the State

to the LHAP attached as Exhibit "A."

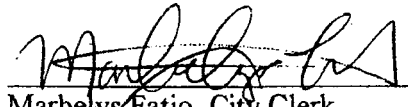
**Section 3:** This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.


PASSED AND ADOPTED this 14 day of February, 2017.

  
Luis Gonzalez  
Council President

Attest:

Approved on this 22 day of February, 2017.

  
Marbelys Fatjo, City Clerk

  
Mayor Carlos Hernandez

  
Approved as to legal sufficiency and as to form

Lorena Bravo, City Attorney  
S:\D\LHAP 2017.docx

Resolution was adopted by a (6-0-1) vote with Councilmembers, Caragol, Cue-Fuente, Hernandez, Lozano, Gonzalez and Casáls-Muñoz voting "Yes". Councilmember Garcia-Martinez absent.

**RESOLUTION NO. 2016-103**

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA AMENDING HIALEAH, FLA. RESOLUTION NO. 2016-96 (AUGUST 23, 2016), WHICH APPROVED THE AMENDED STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2013-2014, 2014-2015, 2015-2016, AND AUTHORIZED THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION, TO INCLUDE SPECIFIC FACTS AND RECITATIONS REGARDING THE COST OF ADMINISTERING THE LOCAL HOUSING ASSISTANCE PLAN, IN COMPLIANCE WITH FLORIDA STATUTES SECTION 420.9075(7) CONTAINED IN THE PREAMBLE TO HIALEAH, FL. RESOLUTION NO. 2016-96 (AUGUST 23, 2016); AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, pursuant to Hialeah, Fla. Resolution No. 2016-96 (August 23, 2016), the Mayor and the City Council approved the amended State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015, and 2015-2016 to modify existing strategies, and include two new strategies to better serve the residents of the City of Hialeah;

**WHEREAS**, pursuant to Hialeah, Fla. Resolution No. 2016-96 (August 23, 2016), the Mayor and the City Council authorized the submission of the amended Local Housing Assistance Plan for review and approval by the Florida Housing Finance Corporation;

**WHEREAS**, pursuant to Section 420.9075 (7) of the Florida Statutes (2016), the costs of administering a Local Housing Assistance Plan may not exceed five (5) percent of the local housing distribution moneys and program income deposited into the trust fund;

**WHEREAS**, pursuant to Section 420.9075 (7) of the Florida Statutes (2016), if the the governing body of an eligible municipality finds by resolution that five (5) percent of the local housing distribution, plus five (5) percent of the program income is insufficient to adequately pay the necessary costs of administering the Local Housing Assistance Plan, the cost of administering the Local Housing Assistance Plan then may not exceed ten (10) percent of the local housing distribution, plus five (5) percent of program income deposited into the trust;

**WHEREAS**, pursuant to Section 420.9075 (7) of the Florida Statutes (2016), small counties, as defined in section 120.52 (19) of the Florida Statutes (2016), and eligible municipalities receiving local housing distribution of up to \$350,000 may use up to ten (10) percent of program income for administrative costs; and

**WHEREAS**, City Council, after reviewing the amended State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015, and 2015-2016, finds that five (5) percent of the local housing distribution plus five (5) percent of the program income is insufficient to adequately pay the necessary costs of administering the said plan.

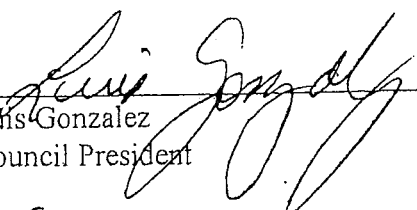
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA; THAT:

Section 1: The foregoing facts and recitations contained in the preamble to this Resolution are hereby incorporated and adopted by reference as if fully set forth herein.

Section 2: The Mayor and City Council of the City of Hialeah amend Hialeah, Fla. Resolution No. 2016-96 (August 23, 2016), which approved the amended State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015, 2015-2016, and authorized the submission of the Amended Local Housing Assistance Plan for review and approval by the Florida Housing Finance Corporation, to include specific facts and recitations regarding the cost of administering the Local Housing Assistance Plan, in compliance with Florida Statutes section 420.9075(7) contained in the preamble to Hialeah, Fl. Resolution No. 2016-96 (August 23, 2016).

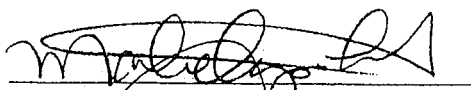
Section 3: This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

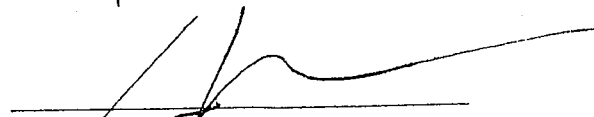
PASSED AND ADOPTED this 13 day of September, 2016

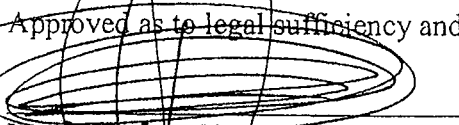
  
Luis Gonzalez  
Council President

Attest:

Approved on this 20 day of September, 2016.

  
Marbelys Fatjo, City Clerk

  
Mayor Carlos Hernandez

  
Lorena Bravo, City Attorney

Resolution was adopted by a (7-0) unanimous vote with Councilmembers, Caragol, Casals-Muñoz, Cue-Fuente, Garcia-Martinez, Gonzalez, Hernandez and Lozano voting "Yes".

RESOLUTION NO. 2016-96

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA APPROVING THE AMENDED STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR FISCAL YEARS 2013-2014, 2014-2015, 2015-2016 TO MODIFY EXISTING STRATEGIES AND INCLUDE TWO NEW STRATEGIES TO THE CURRENT LOCAL HOUSING ASSISTANCE PLAN (LHAP) TO BETTER SERVE THE RESIDENTS OF THE CITY OF HIALEAH; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing;

**WHEREAS**, the State Housing Initiatives Partnership (SHIP) Act, Sections 420.907-420.9079, Florida Statutes (2016), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one to three-year Local Housing Assistance Plan outlining how funds will be used;

**WHEREAS**, the LHAP for Fiscal years 2013-2014, 2014-2015, and 2015-2016 was approved by the City of Hialeah pursuant to Hialeah, Fla. Resolution No. 2013-37 (April 23, 2013);

**WHEREAS**, the amended LHAP, attached hereto and incorporated herein as Exhibit "A", modifies the owner occupied rehabilitation, the demolition/reconstruction, the purchase assistance, and the disaster repair/mitigation strategy, and also includes a new rental assistance and special needs barrier removal strategy;

**WHEREAS**, the City Council finds that its in the best interest of the residents of the City to amend the LHPA for Fiscal years 2013-2014, 2014-2015, and 2015-2016, to modify existing strategies and include new strategies that more effectly meet the housing needs of the public; and

**WHEREAS**, the Grants and Human Service Department has prepared an amendment of three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation for approval.

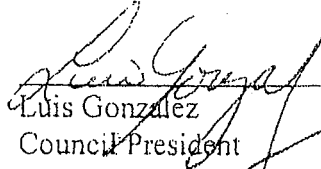
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA; THAT:

**Section 1:** The foregoing facts and recitations contained in the preamble to this Resolution are hereby incorporated and adopted by reference as if fully set forth herein.

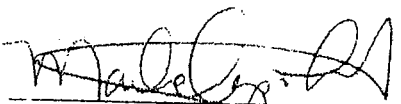
**Section 2:** The Mayor and City Council of the City of Hialeah hereby approve the amended State Housing Initiative Partnership Program Local Housing Assistance Plan (LHAP) for Fiscal Years 2013-2014, 2014-2015, and 2015-2016 to modify existing strategies and include two new strategies to the current Local Housing Assistance Plan (LHAP) to better serve the residents of the City of Hialeah.


**Section 3:** This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 23 day of August, 2016

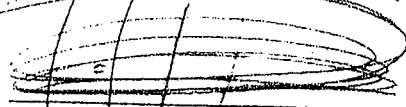
  
Luis Gonzalez  
Council President

Attest: Approved on this 31 day of August, 2016.

  
Marbelys Fatjo, City Clerk

  
Mayor Carlos Hernandez

Approved as to legal sufficiency and as to form:

  
Lorena Brayo, City Attorney

Resolution was adopted by a (6-0-1) vote with Councilmembers, Caragol, Cue-Fuente, Hernandez, Lozano, Gonzalez and Casals-Muñoz voting "Yes" Council member Garcia-Martinez absent.



# Miami-Dade Homeless Continuum of Care Rapid Rehousing Standards of Care and Policies

## I. PURPOSE OF CoC RAPID RE-HOUSING PROGRAMS

The Miami-Dade County Homeless Continuum of Care Rapid Re-Housing (RRH) Programs provide financial assistance and services to help individuals and families who are experiencing homelessness to be quickly re-housed and stabilized. Based on a determination of need, such assistance may be in the form of move-in expenses, limited rental assistance, housing search and placement assistance and housing stability case management.

Such programs are operated by local community-based agencies and supported by multiple funding sources. Access to the Miami-Dade County's CoC RRH Programs is coordinated through the Miami-Dade County Homeless Trust's Coordinated Outreach and Assessment Process as described below. The Standards of Care for the provision of RRH Programs funded by and/or through the Miami-Dade County Homeless Trust (Homeless Trust) are set forth below.

## II. RAPID RE-HOUSING COAP SCREENING, REFERRAL, HMIS PARTICIPATION AND CONFIDENTIALITY PROVISIONS

### A. Assessment

Homeless families and individuals seeking assistance will first be assessed through the Homeless Continuum of Care's Coordinated Outreach and Assessment Process (COAP). Based on the assessment outcome, families and individuals will be referred for Rapid Re-Housing (RRH) assistance.

### B. Referral Standard

#### Non-Veteran Homeless Families and Individuals

The COAP utilizes the VI-SPDAT to conduct initial assessment for CoC assistance. Homeless families and individuals will be referred for CoC assistance using HMIS based on preference for chronicity, vulnerability and other factors.

- Families: Upon referral for CoC RRH, families will be further assessed using the **CoC RRH Triage Tool** issued by the Homeless Trust, as may be amended from time-to-time (**Attachment A**).
  - Applicants identified as needing short-term rental assistance and no to nominal housing stabilization and location search services will be referred to the HAND Program funded by ESG and other sources.
  - In the event that applicants are determined to be in need of permanent supportive housing, such households will be referred back to COAP.
- Individuals who score within the range of 5-9 on the VI/SPDAT will be referred to CoC RRH and further assessed for RRH assistance utilizing the CoC RRH Triage Tool as described above. Individuals scoring 10 or higher will be referred to permanent supportive housing.



### Veteran Homeless Families and Individuals

During the COAP, homeless families who report a veteran member or individuals who identify as a veteran will be referred to the Veterans Administration for housing and services assistance. Such families and individuals will be initially assessed using the VI-SPDAT. Veteran homeless families and individuals will be referred for VA-funded RRH assistance if they score within the following ranges on the VI-SPDAT:

- Families scoring within the range of 1-6.
- Individuals scoring within the range of 1-4.

VI-SPDAT assessment and referral information generated by the VA will be captured in the Homeless Trust's HMIS.

### **C. HMIS Participation and Confidentiality**

All providers of RRH assistance must participate in the Miami-Dade County Homeless Trust Homeless Management Information System (HMIS) under an HMIS Participation Agreement and subject to the HMIS Standards, Policies and Procedures.

Further, all providers shall comply with the Homeless Trust's Confidentiality Policies and Procedures.

## **III. APPLICATION AND DOCUMENTATION REQUIREMENTS**

### **A. Application Form**

1. Applicants for RRH assistance must complete the **Standard CoC RRH Application** issued by the Homeless Trust, as may be amended from time to time (**Attachment B**). Required documents are incorporated into the Standard RRH Application package.
2. The Standard RRH Application will be the sole application form utilized by all agencies providing CoC RRH assistance.

### **B. Application Process**

Referral to the CoC RRH Program will be made through the COAP. In the event that an applicant is currently residing in a CoC emergency or transitional program, such program will assist the applicant in completing and submitting the application package. Otherwise, the CoC RRH Program will assist the applicant in completing the application package.

### **C. Assessment for Level of RRH Assistance**

Upon application, the household will be assessed using the CoC RRH Triage Tool to determine the appropriate length of rental assistance and level housing stabilization and location search services to be provided by the CoC RRH Program (see *Part IV*).

Applicants may be referred to the HAND Program or referred back to COAP for permanent supportive housing as may be determined during RRH Triage assessment.

## IV. TERMS OF RRH ASSISTANCE

### A. Terms for Assistance

FUNDS	HEARTH CoC
Income Limit	50% of Area Median Income
Additional Eligibility Criteria and Triage	<p>Upon referral for CoC RRH, applicants will be further assessed using the CoC RRH Triage Tool (<i>Attachment B</i>) to determine the length of rental assistance and level of housing stabilization and relocation services.</p> <p>Applicants identified as needing short-term rental assistance and no to nominal housing stabilization and location search services will be referred to the HAND Program funded by ESG and other sources.</p> <p>In the event that applicants are determined to be in need of permanent supportive housing, such households will be referred back to COAP.</p>
Form of assistance available and maximum period of assistance.	<p><b>Housing Stabilization and Relocation Services:</b></p> <ul style="list-style-type: none"> <li>• Case Management and Housing Search</li> <li>• Application Fees</li> </ul> <p><b>Rapid Re-Housing Rental Assistance:</b></p> <ul style="list-style-type: none"> <li>• Security Deposits</li> <li>• Rental Assistance up to Six Months <ul style="list-style-type: none"> <li>○ After the third month, the program will make a determination whether the participant requires continued assistance.</li> <li>○ Under extenuating circumstances, based on evaluation of need, rental assistance can be extended as necessary beyond six months, but no longer than 12 months.</li> </ul> </li> </ul>
The percentage of rent and utilities each program participant must pay toward rent.	<p>Standard Policy*</p> <p><b>Months 1 &amp; 2:</b> Client pays 0%; Program pays 100%</p> <p><b>Month 3:</b> Client pays 25%; Program pays 75%</p> <p><b>Month 4 &amp; 5:</b> Client pays 50%; Program pays 50%</p> <p><b>Month 6:</b> Client pays 75%; Program pays 25%</p> <p>*Unless tenant documentation (financial or issues identified through Triage Tool) supports providing a larger % of rent assistance or providing additional months of rent assistance using a declining subsidy. CoC RRH Rent may not exceed 24 months.</p>

## B. Standards for Re-Evaluation of Assistance

The program will not offer assistance beyond twelve months.

However, in accordance with HUD regulations, CoC RRH providers must conduct regular re-evaluations, at least annually, of program participants receiving RRH assistance. To continue to receive CoC RRH assistance, a program participant's re-evaluation must demonstrate eligibility based on:

1. **Lack of resources and support networks:** The program participant's household must continue to lack sufficient resources and support networks to retain housing without CoC program assistance.
2. **Need:** The recipient or sub-recipient must determine the amount and type of assistance that the individual or family will need to (re)gain stability in permanent housing.

## V.

### RRH HOUSING PLANNING, CASE MANAGEMENT AND SERVICES

#### A. Housing Plan and Case Management Requirements

1. The objective of the RRH Program is to ensure that assisted households can maintain long-term housing stability following the withdrawal of monetary assistance and services.

In order for RRH participants, as tenants, to maintain housing and avoid future homelessness as a result of eviction, three behaviors are necessary:

- Pay their portion of the rent on time every month;
- Maintain their home in a safe and sanitary condition and in the condition in which it was initially rented to them, except normal wear and tear; and
- Avoid behavior (their own or that of a household member or guest) that would disturb their neighbors' peaceful enjoyment of their own home (i.e. yelling, loud music or noise, violence, drug use, other illegal activity, damage to, or theft of, others' property, blocking or cluttering common areas or right-of-ways).

2. An **Housing Assistance Plan (HSP)** must developed no later than **21** days of the RRH referral, the RRH provider will assist the participant in making an assessment of issues and barriers to their own housing stability and assist the participant in developing their plan to achieve housing stability during period of RRH assistance. CoC RRH programs must use the standard HSP form, which must be signed by the participant. The CoC RRH providers must use the standard HSP form issued by the Homeless Trust, as may be amended from time-to-time (**Attachment C**).

- a. Housing stability planning must be conducted utilizing a client-centered approach.
- b. The Housing Stability Plan must specify how the tenant will retain permanent housing and assume responsibility for the full rent amount after RRH assistance ends. The plan must take into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; the relative affordability of available housing in the area and supportive services necessary to overcome barriers to

housing stability. The Plan must also assess the household's budgeting skills and measures to improve such skills as necessary.

- c. The RRH provider must assist the participant to identify need for, and in obtaining, appropriate supportive services including medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and government and private benefits and financial assistance including, but not limited to Medicaid; SNAP; WIC; unemployment; SSDI/SSI, Food Stamps).
3. Assigned case managers will assist households in locating rental properties that are within the household's current or projected budget. Households will be placed within **45** days of referral.
4. Selection of a housing unit is based on participant's choice. However the participant must select and move into an HQS-approved unit within 45 days of the date of Program's written approval of assistance. Failure to do so will result in the withdrawal of the opportunity for assistance.
5. At least once a month, case managers will perform face-to-face home visits, however, such home visits may be made more frequently as deemed appropriate to assist the household in making progress toward housing stability.

#### **B. Time Limitations on Rent Assistance and Support Services**

##### **1. CoC-Funded RRH Services**

CoC RRH-funded supportive services may be provided until 6 months after RRH rental assistance stops.

#### **C. Staff Competency**

CoC RRH staff must have the qualifications, licensing, proper training and supervision necessary and appropriate to the job function(s) with which the staff members are entrusted.

#### **D. Non-Discrimination in Provision of Services**

There shall be no discrimination on the basis of race, color, gender, sexual orientation, disability, religion, or national origin in the provision of services to participants by agencies. No religious practice or affiliation requirement shall be imposed upon participants.

Providers shall demonstrate sensitivity to participants' primary language and cultural background.

**VI.****RRH PROGRAM RENT LIMITS****A. CoC Rent Limit**

The rent for the assisted unit must meet HUD's rent reasonableness standard.

**B. Rent Reasonableness Standard**

The rent for a unit proposed for assistance must be compared to the rent charged for comparable units in the same market area. Comparison of the proposed rent must be based on location, quality, size, unit type, age, amenities, housing services, maintenance and utilities that must be paid for by the tenant.

**C. Calculating Rent**

In all cases in which the participant is required to pay a portion of rent, for purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by Miami-Dade County for the area in which the housing is located.

**VII.****RRH LEASE AND RENTAL AGREEMENT REQUIREMENTS****A. Property Owner Rental Assistance Agreement**

Any unit that receives rental assistance payments through rapid re-housing must have a rental assistance agreement between the CoC RRH program paying the rent assistance and the property owner (or management company authorized to enter into the agreement and take payments on behalf of the owner).

The CoC RRH providers must use the following forms issued by the Homeless Trust, as may be amended from time to time.

- ***CoC RRH Landlord Participation Agreement (Attachment D);***
- ***CoC RRH Rental Assistance Agreement (addendum to Landlord Participation Agreement)(Attachment E); and***
- ***CoC RRH Landlord, Tenant and Case Manager Communication Agreement (Attachment F).***

**B. Lease Between Property Owner and Participant**

The participant must enter into a lease with the property owner. Although CoC RRH assistance is short to medium term rental assistance, the lease between the owner and participant must be for a term of not less than one year.

## VIII. RRH INSPECTION REQUIREMENTS

### A. HQS Standards

CoC units must pass HUD Housing Quality Standards found at 24 CFR § 982.401. CoC-funded RRH Program providers must use HUD's HQS Inspection Checklist Form 52580.

## IX. DENIAL OR TERMINATION OF RRH ASSISTANCE

- A. Applicants denied CoC RRH assistance must receive written notice by certified mail explaining the reason for denial, contact information for the HAND Program or COAP if the applicant is referred to one of these programs based on the RRH Assessment, the method for making an appeal of the decision to deny assistance and contact information (including name, mailing address, email and phone number) for the person designated by the CoC RRH provider to receive an appeal. Review of the decision to deny assistance if appealed shall be the same as set forth below for terminations of assistance.

The CoC RRH providers must use the standard **Denial Notice** form issued by the Homeless Trust, as may be amended from time-to-time (**Attachment G**).

- B. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:
1. Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
  2. Written notice to the program participant containing a clear statement of the reasons for termination;
  3. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
  4. Prompt written notice of the final decision to the program participant.
- C. Termination under this section does not bar further assistance at a later date to the same family or individual.